

9 May 1949

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NO CHANGE in Class. ☐

Class SECRET 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

Auth: DIA RAC. 177/101

Date: 23/02/38 By: 008

MEMORANDUM FOR: Executive  
Budget Officer  
Personnel Officer  
Services Officer  
Chief, Advisory Council  
General Counsel  
Chief, ICAPS  
Assistant Director for Collection and Dissemination  
Assistant Director for Scientific Intelligence  
Assistant Director for Reports and Estimates  
Assistant Director for Special Operations  
Assistant Director for Policy Coordination  
Assistant Director for Operations

SUBJECT: CIA Courier Delivery to the IAC Agencies.

1. Problem

a. There is a constantly increasing workload on the part of the Mail and Courier Section, Administrative Staff, OGD, to such an extent that all CIA courier service is being impeded. Personnel assigned to this function have been increased to the maximum allowable under budgetary limitations. Potential future increases in volume of CIA production require simplification of existing procedures.

b. Mail addressed for delivery to individuals in offices of the IAC agency buildings not only is time-consuming on the part of the CIA couriers, but renders an extreme hardship on those IAC central mail facilities held responsible for incoming materials.

2. Meeting

It is requested that an authoritative representative of each office present their operational problems and views with regard to this subject at a meeting to be held at 1030 hours, 11 May 1949, Room 1517 "A" Building.

  
Acting Management Officer

EB:mgd

Chrono  
Subj. file

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